

LAKE GROVE PRESBYTERIAN CHURCH JOB DESCRIPTION

TITLE: Assistant Director of Care and Discipleship

CLASSIFICATION: Full-time, Non-Exempt

ACCOUNTABILITY: This position reports to the Pastor of Congregational Care. This is a 40-hour position with the expectation that the work will occur Monday through Friday. Weekend work may occur on occasion.

PURPOSE: Manage the administrative needs of the Pastor of Congregational Care and the Director of Community Hospitality. Provide administrative oversight of small groups and members of Lake Grove Presbyterian Church. Serve as the communication liaison for Congregational Care and Community Hospitality.

RESPONSIBILITIES:

Congregational Care:

- **Deacons** – Manage the administrative needs of the Deacons and Deacon Core Ministry Teams while collaborating with the Director of Communications to provide updates on new leadership and care information.

Deacon Ministries include:

- Prayer Team
 - Care Team
 - Stephen Ministry
 - Grief Care Team
 - Friendship Visitation Team
 - Offsite Communion Team
 - Memorial Service Team
 - Hospitality Team
 - Transportation Team
 - Deacon Pantry Team
 - Meal Train Team
 - Medical Equipment
 - Heart to Heart
 - Additional Deacons Teams as added
- New Membership
- **Event Management** – Coordination of all seminars and Congregational Care opportunities in collaboration with other ministry areas.
 - **Memorial Services** – Manage administrative oversight of 20-25 memorial services each year; work in close connection with the pastor and family in planning the

program and ordering room set-up request, contact reception coordinators, musicians and participants, create and print programs, prepare bill for bookkeeper. Notify staff and database coordinator for Realm. Maintain a list of deceased and memorials/officiants.

- **Off-Site Communion** – Prepare list of recipients to receive Off-Site Communion, partner with Off-Site Communion coordinators to identify Communion servers, organize teams with recipients and prepare assignment folder with directions and instructions.
- **Pastoral Care On Call Scheduling** – Create, manage and arrange schedules for weekly rotations of on call pastoral care. Maintain list of congregant hospitalizations and surgeries, relay relevant information to the pastor on call.
- **Prayer Chain** – Discern the confidential and urgent nature of prayer requests. Triage important prayer requests and relevant contact information to the pastor on call. Accept prayer requests, edit and send out to electronic prayer chain. Maintain electronic chain distribution list.
- **Emergency Assistance** – Screen and route requests for emergency assistance (food, financial and community resources), research community resources and direct people to relevant assistance, identify the nature of financial assistance requests and relay all relevant information to the Pastor of Congregational Care for follow up.
- **Pastoral Administration** – Manage the administrative needs of the Pastor of Congregational Care including all incoming calls, scheduling, calendar management, and correspondence. Readily available to assist on emerging needs and/or ad hoc initiatives.

Community Hospitality:

- **Event Management** - Collaborate with Hospitality Team on all church wide events

Pastor of Discipleship:

- **Small Groups** – Support the Pastor of Discipleship in the development of small group curriculums and all church bible study groups; act a communication and administration hub for congregation's small groups; capture and maintain data about groups in Realm; manage all administrative needs and participate in the planning, formation, coordination, publicity, and development/purchase of study materials for all-church sermon series small groups; manage registration on Planning Center.
- **Women's Ministry** – Coordination, support and publicity for seasonal women's bible studies and manage all administrative needs for the annual women's advent dessert and women's retreat.
- Other duties as assigned by your supervisor

EDUCATION & PROFESSIONAL QUALIFICATIONS:

1. Bachelor of Arts in related field, preferred
2. High level computer proficiency (advanced competency with Windows 10, Microsoft Office (Word, Publisher, Outlook, PowerPoint, Excel) Intermediate experience with Adobe Photoshop, Illustrator, and InDesign.
3. Church database (Realm) knowledge preferred
4. Working knowledge of office machines (e.g. copier, fax, laser printer, multi-line phone).
5. Ability to type at least 55 WPM.

PROFESSIONAL AND PERSONAL QUALITIES:

- Ability to work independently.
- Able to deal maturely with and protect sensitive/confidential information.
- Problem solver: facilitate processes to provide information, direction, or help.
- Flexible team player with high energy level and a positive attitude.
- Ability to work in coordination with fellow pastoral assistants and other church staff members. Ability to work collaboratively across departmental lines, self-motivated, strong team player
- A gift for and a spirit of compassion.
- Ability to communicate effectively, both orally and in writing.
- Good judgment: ability to respond appropriately to needs.
- Ability to solve problems and manage multiple tasks according to priority.
- Ability to adapt to individual styles of pastors.
- Christian commitment and lifestyle, able to fully support the LGPC mission

PHYSICAL REQUIREMENTS:

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting, however environment may change with specific needs of projects.
- Physical: Sufficient physical ability to work in an office setting and operate office equipment. Team members will be able to sit for extended periods of time. Shift work can exceed 12 hours at a stretch with limited break times. Team members will be able to stand for long periods of time filming services and events. Team members will continuously be performing hand and wrist work including grasping. Team members may periodically be asked to lift items up to 50 pounds.
- Vision: See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents.
- Hearing: Hear in the normal audio range with or without correction.

RELATIONSHIPS: Collaborates with all Pastors, ,, all Program Staff, Elders, Trustees, Deacons, support staff and volunteers.